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Sergeant at Arms

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

MINUTES

Tuesday October 20th, 2020 @ 6:30pm

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85841624739>

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Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Time may be adjusted at the Chair's discretion. Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the video feature please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 2 minutes per speaker. Time may be modified at the Chair's discretion.

Call to Order. Roll call; determination of quorum.

- **Meeting called to order at 6:31pm – Victoria Miller not in attendance.**

Approval of September 2020 Executive Committee minutes: <https://www.encinonc.org/docs/34483351-5735.pdf>

- **Alex moved, Pat 2nds., passed: 4-0-0.**

Public Comment on Non-Agenda Items (10 minutes) – limit to 2 minutes per speaker, time may be adjusted at the Chair's discretion.

- **The public was given an opportunity to speak, Glenn Bailey spoke during the public comment period. Public comment closed: 6:38pm**

1. Officer's Reports:

A. President's Report (Exec Committee) 5min

1. **Reminder** – No Exec Committee & General Board meetings scheduled for November 2020.
 2. **Area Alternate Rep Application Received** – change from Youth Rep to Area Rep Alternate for Erik Yoo.
- **A brief discussion occurred, will be voted on at the General Board meeting.**
 - 3. **Article V, Section 5 of the ENC Bylaws** – a reminder that ENC Board Members are not to represent the ENC or speak on behalf of the ENC without prior authorization.
 - **A reminder that ENC Board members should not represent ENC without prior approval. While OK to mention one's involvement with the ENC, it is not acceptable to speak on behalf of the ENC at meetings, especially on items that have not been discussed by the board. A reminder about one's conduct at meetings also occurred.**
 - 4. **Code of Conduct (DONE Policy) vs. ENC Standing Rules, section 5 Code of Civility** – Board Members in violation of and possible actions/repercussions

B. Vice-President's Report (Exec Committee) 5min

1. **Update on committees** – Parks & Environment, Public Safety, Education and others.
- **VP not in attendance.**

C. Secretary's Report (Exec Committee) 5min

1. **Review of General Board meeting minutes and Vote Count sheets** – August & September 2020. August minutes may be viewed here: [August 2020 General Board Meeting Minutes](#). The September General Board Meeting Minutes may be viewed here: [September 2020 General Board Meeting Minutes](#).
- ### **D. Treasurer's Report & Finance Committee (10min)**
1. September 2020 Monthly Expenditure Reports (MER)
 2. Review revised budget
- **Both the MER and budget were reviewed for the General Board meeting.**

E. Sergeant-at-Arm's Report (Exec Committee) 2min - Roster, Ethics, Funding & Code of Conduct

- Evan Oshan – Has the newly selected HOME Rep completed his funding training? It's been 45 days since selected and seated at meetings – per the ENC's Bylaws, Article XIV "Compliance", Section 2, new board members have 45 days to complete the required training from being seated or will lose their Council voting rights. On 10/6/2020 an email was sent to the ENC's SAA requesting to contact the newly selected representative to ensure the training was completed.
- **Three board members need to complete training – the SAA needs to remind everyone well before meetings if their training has expired.**

Motion, Discussion, and Vote may be taken on all items

2. New Business Executive Committee (1 hour): Next coding starts at EXE-20-08-0129

- A. **Encino Redistricting.** Councilmember Koretz has appointed Ricky Delgado to serve as the CD5 representative for the redistricting. Should the ENC have this as an agenda item on the General Board agenda or hold a special meeting with only this as a topic so that Encino Residents can weigh in on their opinions if Encino should remain part of CD5 or be in a Council District that only has Valley representation? Should the ENC start a Nextdoor Poll to get feedback from residents before this is an agenda item? **Discussion and possible action.**
- **After discussion, the Exec Committee decided to have the President mention this during the President's Report. A Special Meeting should be held with all City redistricting leaders and members of the community so that they can hear from constituents on what's best for the community.**
- B. **Security Cameras at the Community Center & Woman's Club** – The state of the art Community Center is missing two important elements. There are no security cameras for the CC nor the Woman's Club. It's been recently reported that people have been illegally dumping trash at the driveway of the Woman's Club Room forcing the CC to permanently install barrier so no cars can enter the Woman's Club Room drive way. Additionally the ENC's office is in the Woman's Club Room, along with equipment purchased with City funds. Ideally the City or Councilmember should cover the cost of cameras for both due to safety concerns. A CCTV system, for 10 cameras is approximately \$2000 plus installation and the cost of a monitor. Should the ENC request that Councilmember Koretz use discretionary funds to cover the cost of a CCTV system for security or should the ENC consider donating the system to the CC? **Discussion and possible action.**
- **A discussion occurred regarding that the state of the art community center does not have a CCTV system nor wifi. Although the ENC may consider donating a CCTV system, we will first reach out to our Councilmember and request that discretionary funds are used to purchase the system. Depending on the response, the Outreach Committee may revisit this in the future.**
- C. **Co-Chair for the Homelessness Committee** – A recommendation to appoint Jodie Francisco as Co-Chair to the Homelessness Committee has been received from the Chair, Pat Bates. **Discussion and possible action.**
- **After discussion the following motion was created: MOTION; EXE-20-10-0130: The ENC's Executive Committee recommends to support Jodie Francisco as the Co-Chair for the ENC's Homelessness Committee. Passed: 4-0-0.**

- D. Revising the ENC website** – DONE has requested that each NC receive a contract from their web providers. The ENC has received the contract, however, the ENC’s website can be upgraded to make it more user friendly. Should the ENC request to add a website revision to the contract? **Discussion and possible action.**
- **Item referred to the Outreach Committee to setup parameters for the design and to properly agendize the amount to spend via the Web Corner.**
- E. NC Election Worksheet** – The ENC should fill out the election worksheet to provide a location for a ballot drop off box. Possible locations are at the Community Center or Fire Station 83. We would need permission from either before the location is finalized and placed on the agenda. See supporting document: [2021 Election Worksheet](#). **Discussion and possible action.**
- **After discussion the following motion was created: MOTION; EXE-20-10-0129: The ENC’s Executive Committee recommends that the board support using the Encino Community Center as the first choice for the NC elections drop box on May 4th 2021 between the hours of 11am – 7pm. Fire Station 83 on Balboa Blvd., will be the 2nd choice using the same hours. Passed: 3-0-0. (Pat had internet issues)**
- F. Additional letter to be added to the last homelessness committee motion** – At the September 2020 General Board meeting the ENC approved a motion brought forth by the Homelessness Committee. In addition to the motion, the Chair of the Homelessness Committee would like to add a memorandum regarding securing high risk areas. Please see supporting document: [Securing High Risk Areas](#). **Discussion and possible action.**
- **After discussion the following motion was created: MOTION; EXE-20-10-0131: The ENC’s Executive Committee recommends the addition of the letter titled “Securing High Risk Areas” to the passed motion at the 9/23/20 General Board meeting, item 5D, Motion; HOM-20-09-01. Passed: 4-0-0**
- G. CF 20-1205** – Introduced by Councilmember Martinez, this file introduced on 9/22/20 requests that the department of Recreation and Parks in coordination with the Army Corp of Engineers and LA County report back in **30 days** on developing a master plan for the Sepulveda Basin, including a budget, and potential funding sources. The file mentions; 1) that the basin provides critical habitat for plants and wildlife, 2) that the plan is created with robust community engagement in addition to other stipulations. It does not offer critical protection for the native wildlife and habitat nor does it outline how the basin will recover post fires nor offer ongoing enforcement for the basin. It is critical that the wildlife area become a Federally Protected or State Protected area. Should the ENC file a CIS on CF-20-1205 requesting additional protections for the basin, outlining a master plan for the wildlife and other sensitive areas and recommend that the Encino Neighborhood Council be involved in all discussions regarding the basin by appointing a dedicated rep to be involved? See supporting document: [CF 20-1205](#). **Discussion and possible action.**
- **Deferred to a future meeting as still in committee. It’s possible the Parks Committee may take on the item or it will be added to the 12/9/20 General Board meeting agenda.**
- H. Public Comment at General Board meetings** – The ENC’s Exec Committee is considering adding a section called, Multiple Agenda Item Comment for those speaker’s that may wish to speak on multiple agenda items at the ENC’s General Board meetings and perhaps Committee meetings. The Council shall provide an opportunity for the public to address the Council on each agenda item before or during Council’s consideration of the item, ***unless the opportunity for public comment on the item previously was provided by a Council Committee and the item has not changed substantially since that Committee’s consideration***

of the item. A member of the public wishing to speak on only one agenda item that is eligible for public comment shall be given an opportunity to speak for up to one minute when that item is considered by Council, or, at the discretion of the Presiding Officer, before consideration of the item. A member of the public wishing to speak on more than one agenda item at a single meeting shall combine and present his or her comments addressing the agenda items at or near the beginning of the meeting or by raising their hand (virtual meeting) during a segment called “**Multiple Agenda Item Comment.**” A member of the public speaking on more than one agenda item shall be allowed to speak for up to one minute per item up to a total of three minutes per meeting, including General Public Comment. **This will be the only opportunity to speak for those members of the public who have either; raised their hands in a virtual meeting or submitted speaker cards on more than one agenda item.** The Exec Committee shall decide the total amount of time dedicated to public comment, including multiple agenda item comments, between 20 – 30 minutes. Public comment on non-agenda items and multiple agenda items should be heard towards the beginning of the meeting, either before reports from public officials or immediately afterwards prior to “New Business”. If the Exec Committee can determine the procedure, the stipulations will be on the General Board meeting agenda and added to the Standing Rules per an Executive Order based on the duties and powers of the President per the ENC Bylaws, Article VI, Section 2A. **Discussion and possible action.**

- **A long discussion took place. There are still concerns that people may speak on non-consent items or on items that have presentations. It’s still not known how public comment can be satisfied in committee. The December General Board meeting should have a multiple agenda item comment section that includes, public comment on non-agenda items. Speakers will have up to 4 minutes depending on how many items they wish to speak on, including non-agenda items.**

I. Chamber of Commerce Representative – Our Chamber Representative is resigning from the Chamber Board as of December but will remain a Chamber Rep. There is a new representative that would be able to start as of December although the current rep is willing to stay on through the elections. **Discussion and possible action.**

- **After discussion, Karie will remain as Secretary until the NC elections in 2021**

J. VANC Council File Tracker – Request to add to Exec Committee agenda from Lee B. **Discussion and possible action.**

- **Referred to Outreach Committee – pending further information to add as an agenda item.**

K. Budget Advocates budget – Request to add to Exec Committee agenda from Lee B. **Discussion and possible action**

- **DONE was trying to take monies given to the advocates by NCs but it did not occur.**

3. Review General Board Meeting Draft Agenda

- **The agenda was reviewed.**

4. Board Member Comment on Non Agenda Items

5. Adjournment by 8:30pm

- **Meeting adjourned at 8:30pm**

Next Executive Committee meeting: December 1st, 2020